

Instructions for Issuing Course Completion Certificates

60 Hour Prelicense Certificate

1. If multiple instructors are used, the primary instructor should sign the certificates. School administrators and registrars may not sign certificates.
2. Make sure you mark whether it is a classroom course or distance education course and code it appropriately.
3. Issue certificates to students as soon as they complete the course; i.e., attends at least 90% of the course hours and passes the course and final exam with a minimum score of 70%.
4. This certificate must be given to students **before** they take the state exam.
5. Tell students to submit this certificate to the Commission with their application for a temporary salesperson's or an original broker's license.

30 Hour Post License Certificate

1. Make sure the student has a temporary license **before** the student enrolls in the course.
2. Do items 1-3 under "60 Hour Certificates."
3. Give students an application for an original license which is located on the back of the 30-hour Post License certificate. This may be downloaded from the Real Estate Commission's website (www.arec.state.al.us).
4. Tell students to submit the original certificate/application to the Commission for an original (permanent) salesperson's license.
5. Licensees must keep a copy of the certificate in their files in case of audit.

15 Hour Prelicense Certificate

1. Do items 1-3 under "60 Hour Certificates."
2. This certificate will count for 15 hours of continuing education credit whether or not the licensee uses it to qualify for the broker's exam.
3. If a salesperson passes the broker's exam, the original certificate must be submitted to the Commission with the application for a broker's license.
4. Licensees must keep a copy of the certificate in their files in case of audit.
5. If the licensee does not take and pass the broker's exam within 12 months, the licensee must keep the original certificate on file to be used for audit purposes to verify CE credit.

Continuing Education Certificates

1. An instructor who teaches successive courses (in the same day or consecutive days) may use one certificate per student and list all courses for which the licensee has 100% attendance.
2. A certificate for a licensee can contain several courses **ONLY** when all the courses are taught by the same instructor.
3. If there is more than one instructor teaching a single course, the primary instructor should sign the certificates.
4. Certificates must be issued to licensees upon course completion with instructions to keep them on file for two years past the time they sign a statement on the renewal form that the course was taken.